

OSA 0259-64

17 January 1964

MEMORANDUM FOR: Chief, Administrative Staff, DD/S&T

SUBJECT : Telephone Equipment and Services,
OSA/DD-S&T

REFERENCE : DD/S&T General Notice No. 5,
Dated 31 December 1963


1. Our initial survey of installed telephone equipment has revealed that 9 pieces of telephone equipment can be removed from the offices of OSA without materially effecting operations. Arrangements therefore have been made with Logistics Services Division for such removal. Further, our Communications Staff is now in contact with the Telephone Branch, LSD for replacement of certain existing pieces of telephone equipment which will aid materially in streamlining existing facilities within OSA and, hopefully, further reduce telephone costs.

2. As you are aware, OSA is currently in a moving process which will relocate, along with existing telephone equipment, approximately 70 percent of our office personnel. In view of our efforts to reduce telephone costs, we have re-examined requests to Logistics Services Division for relocation of telephone equipment concurrent with office moves and we have been able to reduce in certain cases telephone equipment and services from our original request.

3. With the completion of all planned moves, we will continue to survey our telephone equipment and services with the purpose of further reduction in costs.

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Deputy Chief
Support Division, OSA

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